SITE INSTRUCTIONS FOR RUNNING THE 2008 4TH QUARTER NATIONAL GPRA REPORT AND HEIGHT AND WEIGHT DATA

These instructions provide specific information about the menu options you must choose in order to generate the correct output for both of these reporting requirements.

NOTE: You will not be able to generate the correct 2008 reports unless you have installed CRS Version 8.0 Patch 1.

Step A: Check your CRS Height and Weight site parameter

The first thing you will need to do is to check the setting of the CRS site parameter for exporting height and weight data. If you are a direct facility, you are required to export your height and weight data to your respective Area Office. If you are a Tribal or Urban facility, exporting of this data is voluntary but you are encouraged to export it, as discussed in the letter included in Appendix E of the CRS 2008 User Manual.

Follow the steps below to set the height and weight site parameter to your desired setting. If you know your setting is correct, skip this section and go to the instructions for running your National GPRA Report on page 4.

NOTE: In order to access the Site Parameters menu option and view or edit the site parameters, you must have the BGPZ SITE PARAMETERS security key assigned to you. If you do not have this key, please ask your site manager at your facility to assign it to you or ask someone at your facility who has the key to perform the steps below.

1. At the IHS/RPMS Clinical Reporting System menu, type **CI08** (CRS 2008) and press **Enter**.

```
             **************************************************
             **    IHS/RPMS CLINICAL REPORTING SYSTEM (CRS)    **
             **************************************************
                            Version 8.0, Patch 1

                               DEMO HOSPITAL


   CI08   CRS 2008 ...
   CI07   CRS 2007 ...
   CI06   CRS 2006 ...
   CI05   CRS 2005 ...
   GP04   GPRA+ FY04 ...
   GP03   GPRA+ FY03 ...
   GP02   GPRA+ FY02 ...

Select IHS Clinical Reporting System (CRS) Main Menu Option: CI08  CRS 2008
```

2. At the CRS 2008 menu, type **SET** (System Setup) and press **Enter**.

```
                 ********************************
                 **      IHS/RPMS CRS 2008      **
                 **  Clinical Reporting System  **
                 ********************************
                       Version 8.0, Patch 1

                          DEMO HOSPITAL


   RPT     Reports ...
   SET     System Setup ...
   AO      Area Options ...

Select CRS 2008 Option: SET  System Setup
```

3. At the Setup Menu, type **SP** (Site Parameters) and press **Enter**. **NOTE:** If the SP menu option is not displayed, it means you do not have the BGPZ SITE PARAMETERS security assigned to you. See the Note on page 1 for information on getting this key.

```
                 **************************
                 **   IHS/RPMS CRS 2008  **
                 **      Setup Menu      **
                 **************************
                     Version 8.0, Patch 1

                        DEMO HOSPITAL


   SP     Site Parameters
   TC     Taxonomy Check ...
   TS     Taxonomy Setup ...

Select System Setup Option: SP  Site Parameters
```

4. At the "Select BGP Site Parameters Location" prompt, **type the name of your site location and press Enter**. After CRS returns the official name of the facility, type **Y** and press **Enter**.

```
Select BGP SITE PARAMETERS LOCATION: YOUR LOCATION NAME      SAMPLE HOSPITAL      01
NM  HOSPITAL  1601
        ...OK? Yes// Y  (Yes)
```

5. CRS displays the site's default community taxonomy for GPRA reporting that was previously entered. Press **Enter**.

```
Please enter your site's DEFAULT COMMUNITY taxonomy: GPRA COMMUNITIES // PRESS ENTER
HERE
```

6. Press **Enter** to accept the site's HOME location.

```
Please enter your site's HOME location: HOME// PRESS ENTER HERE
```

7. If you are a direct facility or a Tribal facility that wants to export its height and weight data to your respective Area Office for national reporting[1], type **Y and press Enter** at the "Do you want to export Height/Weight data to the Area/National Programs?" prompt. If you are a Tribal facility that does not want to export its height and weight data, then type N at the prompt and press Enter.

```
Tribal Sites Only:
Do you want to export Height/Weight data to the Area/National Programs?: Y  YES
```

8. Press **Enter** at the "Contract Health Site Only" prompt to accept the previously entered value. **NOTE: If your facility provides no direct services and offers only CHS care, then the value previously entered value of "Y" will be displayed below instead of "N" and you should still press Enter to continue.**

```
Only answer the next question with a Yes if this site provides
no direct services but only provides contract health services
to their patients.
CONTRACT HEALTH SITE ONLY?: N  PRESS ENTER HERE
```

9. Press **Enter** at the "Select BGP SITE PARAMETERS LOCATION" prompt to return to the previous menu. You are now finished with the site parameters.

```
Select BGP SITE PARAMETERS LOCATION: PRESS ENTER HERE
```

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[1] No site-specific height and weight statistical data will be published and collection and storage of data will be governed by applicable HIPAA regulations.

Step B: Run your National GPRA fourth quarter (final) report.

1. At the IHS/RPMS Clinical Reporting System menu, select **CI08** (CRS 2008) and press **Enter**.

```
                 ******************************************************
                 **    IHS/RPMS CLINICAL REPORTING SYSTEM (CRS)    **
                 ******************************************************
                               Version 8.0, Patch 1

                                   DEMO HOSPITAL


   CI08   CRS 2008 ...
   CI07   CRS 2007 ...
   CI06   CRS 2006 ...
   CI05   CRS 2005 ...
   GP04   GPRA+ FY04 ...
   GP03   GPRA+ FY03 ...
   GP02   GPRA+ FY02 ...

Select IHS Clinical Reporting System (CRS) Main Menu Option: CI08   CRS 2008
```

2. At the CRS 2008 menu, select **RPT** (Reports) and press **Enter**.

```
                    **********************************
                    **       IHS/RPMS CRS 2008      **
                    **  Clinical Reporting System   **
                    **********************************
                             Version 8.0, Patch 1

                                 DEMO HOSPITAL


   RPT     Reports ...
   SET     System Setup ...
   AO      Area Options ...

Select CRS 2008 Option: RPT   Reports
```

3. At the Reports menu, select **NTL** (National GPRA Reports) and press **Enter**.

```
                      **************************
                      **    IHS/RPMS CRS 2008  **
                      **      Reports Menu     **
                      **************************
                             Version 8.0, Patch 1

                                 DEMO HOSPITAL


   NTL     National GPRA Reports ...
   LOC     Reports for Local Use: IHS Clinical Measures ...
   OTH     Other National Reports ...
   TAX     Taxonomy Reports ...

Select Reports Option: NTL  National GPRA Reports
```

4. At the National GPRA Reports menu, select **GP** (National GPRA Report for GPRA Year 2008) and press **Enter**.

```
                    ********************************
                    **      IHS/RPMS CRS 2008      **
                    **    National GPRA Reports    **
                    ********************************
                          Version 8.0, Patch 1

                             DEMO HOSPITAL


   GP     National GPRA Report
   LST    National GPRA Report Patient List
   NST    Create Search Template for National Patient List
   FOR    GPRA Measure Forecast Patient List
   FORD   GPRA Measure Forecast Denominator Definitions
   CMP    Comprehensive National GPRA Patient List

Select National GPRA Reports Option: GP  National GPRA Report
```

5. At the next screen, information about the report is displayed. Press **Enter** to continue. The taxonomies are checked. If the message "The following taxonomies are missing or have no entries" is displayed, you can exit by typing a (^) at any prompt until you return to the main menu and then follow the directions for taxonomy setup in the CRS User Manual. If the message "All taxonomies are present" appears, press **Enter.**

```
                    IHS 2008 National GPRA Report

This will produce a National GPRA report.
You will be asked to provide the community taxonomy to determine which patients
will be included.  This report will be run for the Report Period July 1, 2007
through June 30, 2008 with a Baseline Year of July 1, 1999 through
June 30, 2000.  This report will include beneficiary population of
American Indian/Alaska Native only.


You can choose to export this data to the Area office.  If you
answer yes at the export prompt, a report will be produced in export format
for the Area Office to use in Area aggregated data.  Depending on site specific
configuration, the export file will either be automatically transmitted
directly to the Area or the site will have to send the file manually.

Press enter to continue:  PRESS ENTER HERE
Checking for Taxonomies to support the National GPRA Report...

All taxonomies are present.

End of taxonomy check.  PRESS ENTER: PRESS ENTER HERE
```

6. **Type the name of your community taxonomy or press Enter to accept the default taxonomy** if it is the taxonomy used for GPRA reporting purposes. (If you don't know the community taxonomy, type two question marks (??) to see the entire list; for GPRA reporting purposes, the community should be the same as the site CHSDA, except in Oklahoma.)

```
Specify the community taxonomy to determine which patients will be
included in the report.  You should have created this taxonomy using QMAN.

Enter the Name of the Community Taxonomy: GPRA Community
```

7. Type **Y** and press **Enter** at the "Do you wish to export this data to Area?" prompt.

```
Do you wish to export this data to Area?   Y
```

8. Type **N** and press **Enter** at the "Do you wish to create a HEIGHT/WEIGHT Output file?" prompt <u>unless</u> you want to create the <u>local file for your facility's use</u>. If you choose to create the file, you will then choose whether to store the data in one or multiple files. If you want to review the data in Microsoft Excel, choose the multiple files option. This option will ensure no records are truncated in the event there are more than 65,536 records, and it will create additional file(s) for the remaining data.

   NOTE: If your Height/Weight site parameter is set to "Y" to export data, the data will still be exported to your Area Office even if you select "N" at the prompt below because this prompt is to create a local file of the height/weight data; not to create the file that is exported to the Area Office.

```
Height and Weight data is contained in this report.  Do you wish to create
a file of all the heights and weights in this file?  You can use this file
to upload to another system like SAS or Microsoft ACCESS.
WARNING:  This file can be very large as it contains 1 record for each
height and weight taken on the patients in the active clinical population.
This file may be too large for EXCEL.  If you don't plan on using this
data for a study some kind, please answer NO to the next question.

Do you wish to create a HEIGHT/WEIGHT Output file? N// N
```

9. At the next prompt, you can select either **D** or **B**, depending on your Area preference. For an explanation of the output options, see page 84 of the CRS Version 8.0 User Manual.

```
              SUMMARY OF NATIONAL GPRA REPORT TO BE GENERATED

The date ranges for this report are:
     Report Period:         Jul 01, 2007 to Jun 30, 2008
     Previous Year Period:  Jul 01, 2006 to Jun 30, 2007
     Baseline Period:       Jul 01, 1999 to Jun 30, 2000

The COMMUNITY Taxonomy to be used is: DEMO GPRA COMMUNITIES

Please choose an output type.  For an explanation of the delimited
file please see the user manual.


     Select one of the following:

          P          Print Report on Printer or Screen
          D          Create Delimited output file (for use in Excel)
          B          Both a Printed Report and Delimited File

Select an Output Option: P// B  Both a Printed Report and Delimited File
```

10. Select output type: S// **FILE** - delimited output will be written to a file in pub. Take the steps you normally use to finish running the report.

```
You have selected to create a delimited output file.  You can have this output file
created as a text file in the pub directory,
OR you can have the delimited output display on your screen so that
you can do a file capture.  Keep in mind that if you choose to
do a screen capture you CANNOT Queue your report to run in the background!!

        Select one of the following:

            S   SCREEN - delimited output will display on screen for capture
            F   FILE - delimited output will be written to a file in pub

Select output type: S// F  FILE - delimited output will be written to a file in pub.
Enter a filename for the delimited output (no more than 40 characters):
DemoHospGPRA072808

When the report is finished your delimited output will be found in the D;\PUB
directory.  The file name will be DemoHospGPRA072808.txt
```

11. The name of the BG08 file that will be created and written to the "pub" directory on your server is displayed. Please note that your filename will be different and the letter of the directory may be different than the one shown below. Depending on how your system is set up, you may need to manually FTP the file to your Area Office.

```
A file will be created called BG08505901.14 and will reside
in the q:\ directory.

Depending on your site configuration, these files may need to be manually
sent to your Area Office.
```

12. It is recommended that you queue the report and run it at night rather than running it during the day. To queue the report, type **Y** and press **Enter** at the "Won't you queue this?" prompt.

13. To queue the report to run at a specified date/time, type **??** and press **Enter** for instructions or press Enter to start the report now.

```
Won't you queue this ? Y// YES
Requested Start Time: NOW//
```

```
NOTE:   When you select Y at Export, the CRS software
will  automatically  create  a  file  that  begins  with
"BG08" and has a filename extension with a number but
no    letter    in    the    PUB    directory    (example:
BG08505901.12). This file is different from any local
files you may create, such as a delimited file. This
is the file you need to transmit to your Area Office
for  inclusion  in  the  Area  Aggregate  report. If  you
chose  to  export  your  Height/Weight  data,  it  will  be
included in this (BG08) file.

Make  sure  you  double  check  the  date  of  the  file  and
select  the  most  current  file  before  sending.

If  you  chose  to  create  a  local  height/weight  file,  it
will  automatically  create  a  file  that  begins  with
"CRSHW"  in  the  PUB  directory.   Do  NOT  export  this
file  to  the  Area  Office.
```